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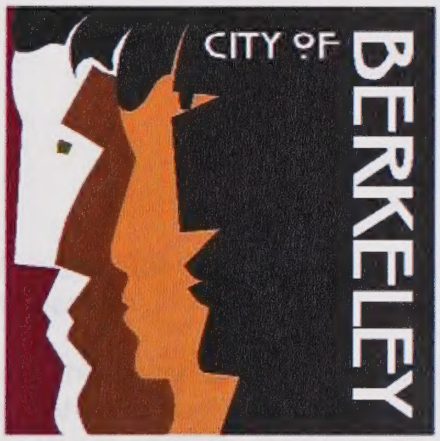

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CANDIDATE HANDBOOK AND RESOURCE GUIDE

GENERAL MUNICIPAL ELECTION NOVEMBER 4, 2014

CITY OF BERKELEY

City Clerk Department

May 30, 2014

Dear Potential Candidate:

There is no higher honor than serving the people as an elected official. Your interest in running for public office is commendable.

I am pleased to provide you with this comprehensive Candidate Handbook and Resource Guide, an invaluable tool for navigating through regulations and staying current on important campaign deadlines. I encourage you to carefully read through each section.

After reading the Candidate Handbook and Resource Guide, you may have questions. Please do not hesitate to contact the Elections Unit at elections@cityofberkeley.info or (510) 981-6900. Our election staff is ready to assist you in order to make election rules, procedures, and laws a little easier to understand and follow.

We hope that you find the Candidate Handbook and Resource Guide helpful. My staff has worked hard to prepare this guide and I am proud of their effort. Of course, we always seek new methods and ideas to improve our services to the public and we welcome any ideas you have for improvement.

If you have any further questions, please feel free to contact the City Clerk Department at (510) 981-6900 or elections@cityofberkeley.info. I wish you the best of luck in your campaign endeavors.

Sincerely,

Mark Numainville
City Clerk

Mark Numainville
City Clerk

Phone: (510) 981-6900
Fax: (510) 981-6901
Web: www.cityofberkeley.info/clerk
Email: elections@cityofberkeley.info

This Candidate Handbook and Resource Guide is intended to provide general information about the nomination and election of candidates, and does not have the force and effect of law, regulation, or rule. It is not the intent of the City of Berkeley to render legal advice. Accordingly, the guide is not a substitute for legal counsel for the individual, organization or candidate using it. In case of any conflict, the law, regulation or rule will apply.

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CITY OF BERKELEY - GENERAL ELECTION CALENDAR

November 4, 2014

Offices to be Elected: Auditor; City Council Districts 1, 4, 7, 8; Rent Board (5 seats); School Board (3 seats)

DAYS PRIOR TO ELECTION	DATE	ACTION TAKEN
180	May 8, 2014	Suggested Last Day to file petitions for initiative or charter amendment ballot measure. Petitions received after this date will be accepted, but may not be on the November ballot.
158 103	May 30, 2014 July 24, 2014	Signature In-Lieu of Filing Fee Period. Candidates may collect signatures to offset the $150 filing fee. Each valid signature is worth $1. Charter Art. III, Sec. 6.5
113 88	July 14, 2014 August 8, 2014	**FILING PERIOD - CANDIDATE NOMINATION PAPERS** EC 10220 et seq., Charter Art. III, Sec. 6.5
96	July 31, 2014	First Semi-Annual Campaign Statement Due
92	August 4, 2014	Signature in-lieu period for write-in candidates
90	August 6, 2014	Independent Expenditure Disclosure Period Begins ($1,000 or more)
90	August 6, 2014	Late Contribution Disclosure Period Begins ($1,000 or more)
88	August 8, 2014	Deadline to deliver resolution calling ballot measure election to Registrar and request election consolidation. Tax Rate Statement due for bonds. EC 12001, 10002, 1405, 9241; EC 9400-9401
88	August 8, 2014	Close of candidate filing period, August 8 at 5:00 pm.
87 83	August 9, 2014 August 13, 2014	Extended candidate filing period. Filing is extended if an incumbent eligible for re-election does not file by 5:00 pm on August 8. Incumbents are not eligible to file during the extended period. EC 10225
87 77	August 9, 2014 August 19, 2014	Review period for nomination documents - candidate statements, Code of Fair Campaign Practices, and nomination petitions submitted as of the 88th day prior to the election. (Nomination petitions may be viewed only, not copied)
85	August 11, 2014	Last day to withdraw (but not change) candidate statement for offices whose filing closed on E-88. EC 13307
82 72	August 14, 2014 August 24, 2014	Review period for nomination documents filed during the extension period - candidate statements, Code of Fair Campaign Practices, and nomination petitions submitted as of the 83rd day prior to the election. (Nomination petitions may be viewed only, not copied)
82	August 14, 2014	Secretary of State to conduct Random Alpha Draw for candidate name order on ballot. EC 13111
82	August 14, 2014	Last day to withdraw (but not change) candidate statement if nomination period extended to E-83. EC 13307

DAYS PRIOR TO ELECTION	DATE	ACTION TAKEN
81	August 15, 2014	Last day to file primary arguments - Deadline is 12:00pm. EC 9280-9287
81	August 15, 2014	Rebuttal argument period opens at 4:00 pm
74	August 22, 2014	Last day to file rebuttal arguments - Deadline is 12:00pm. Impartial Analysis due. EC 9280-9287
74 63	August 22, 2014 September 2, 2014	Public review period for ballot arguments and Impartial Analysis. EC 9295
57 14	September 8, 2014 October 21, 2014	Filing Period for Write in Candidates. EC 8601
40 21	Sept. 25, 2014 October 14, 2014	Voter Information & Sample Ballot Pamphlet mailing period. EC §13303-04, 13306
29 7	October 6, 2014 October 28, 2014	Period to obtain Vote-by-Mail Ballots. After October 28, VBM ballots may be obtained at the Registrar's office. EC §3001
29	October 6, 2014	First Pre-Election Campaign Statement due. GC §84200.7
29	October 6, 2014	End of In-lieu filing period for write-in candidates
15	October 20, 2014	Last Day to Register to Vote. EC §§2102, 2107
12	October 23, 2014	Second Pre-Election Campaign Statement due. GC §84200.7
7	October 28, 2014	City Clerk must publish list of campaign contributions of $50 or more online and post in designated locations. BMC 2.12.065
0	**November 4, 2014**	**Election Day - EC §1000; Charter Art. III, Section 4**
	December 1, 2014	Taking office date for newly elected Councilmembers (actual swearing in at later date).
28	December 2, 2014	Last day for County to certify election results to city. EC §15372
35	December 9, 2014	Council to adopt and certify election results. EC §9217, 10262-10263; Charter Art. III, Sec. 10
	January 31, 2015	Semi-Annual Campaign Statement due. GC 84200

EC: Elections Code; GC: Government Code; BMC: Berkeley Municipal Code

CANDIDATE FILING CHECKLIST

Nomination Papers and Forms

	Date Issued	Date Filed
Nomination Paper Checklist	__/__/__	__/__/__
Candidate Handbook	__/__/__	
Verify Residence and Registration Status		__/__/__
Candidate Information for Public Review	__/__/__	__/__/__
$150 – Filing Fee Non-Refundable Deposit – Receipt	__/__/__	__/__/__
Petition in Lieu of Filing Fee Form	__/__/__	__/__/__
Nomination Paper	__/__/__	__/__/__
Affidavit of Nominee (including Oath)	__/__/__	__/__/__
Ballot Designation Worksheet	__/__/__	__/__/__
Certificate of Residency for Council Candidates	__/__/__	__/__/__
Statement of Real Property Interests - Rent Bd. Candidates	__/__/__	__/__/__
Code of Fair Campaign Practices	__/__/__	__/__/__

Conflict of Interest

	Date Issued	Date Filed
Statement of Economic Interest – Form 700	__/__/__	__/__/__
Limitations & Restrictions on Gifts, Honoraria, Travel & Loans	__/__/__	
Form 700 Reference Pamphlet	__/__/__	

Candidate Statement of Qualifications

	Date Issued	Date Filed
Candidate Statement of Qualifications Form	__/__/__	__/__/__
Consent Forms for use of Endorser Names (20 forms)	__/__/__	__/__/__
Candidate Statement on City's Website Form	__/__/__	__/__/__
Photograph		__/__/__

Campaign Disclosure

	Date Issued	Date Filed
Candidate Intention Statement – Form 501	__/__/__	__/__/__
FPPC Statement of Organization - Form 410	__/__/__	__/__/__
Berkeley Statement of Organization	__/__/__	__/__/__
Electronic Filing Instructions	__/__/__	
FPPC Manual 2	__/__/__	
Berkeley Election Reform Act (BERA) BMC 2.12	__/__/__	
FCPC Regulations	__/__/__	
FCPC Filing Manual	__/__/__	

General Information

	Date Issued	Date Filed
Use of Signs and Posters (BMC Title 20)	__/__/__	
Use of Sound Equipment and Community Noise (BMC 13.40)	__/__/__	
Checklist for Return of Nomination Papers	__/__/__	__/__/__
District Maps	__/__/__	

CITY OFFICES TO BE ELECTED AT THE NOVEMBER 4, 2014 GENERAL ELECTION

OFFICE	SEATS AVAILABLE
Auditor	1 (at-large)
Council	Districts 1, 4, 7, 8
Rent Board	5 (at-large)
School Board	3 (at-large)

All terms of office are for the period December 1, 2014 through November 30, 2018.
Election to the office of Auditor and City Council requires a 50% + 1 majority vote threshold.
Rent Board and School Board winners are determined by plurality vote.

QUALIFICATIONS FOR OFFICE

Procedure for Holding Elections
Except as otherwise provided in the Charter, all elections shall be held in accordance with the provisions of the Elections Code of the State of California. (Charter § 5)

Eligibility of Mayor, Auditor, Councilmember, and School Director
"To be eligible for the office of Mayor, Auditor, Councilmember, or School Director, a person must, at the time of filing nomination papers for the office, be a citizen of the United States and a qualified elector of the State of California and of the City of Berkeley." (Charter § 10)

"Each candidate for council must have resided in the District in which he or she is elected for a period of not less than thirty days immediately preceding the date he or she files a declaration of candidacy." (Charter Article V. Sec. 9)

School District Governing Board Members
Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed as a member of a governing board of a school district without further qualifications. An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. (Education Code Sec. 35107)

Eligibility of Rent Stabilization Board Commissioners
Residents who are duly qualified electors of Berkeley are eligible to serve as Commissioners of the Board. Candidates for the position of Commissioner shall fulfill the requirements as set forth in the Charter in Article III, Sec. 6 ½. (Charter § 121)

In addition, when filing nomination papers, candidates shall submit a verified statement of their interests and dealings in real property, including but not limited to its ownership, sale or management and investment in, and association with, partnerships, corporations, joint ventures and syndicates engaged in its ownership, sale or management during the previous three years. Commissioners shall be subject to the requirements of the California Political Reform Act and other applicable state and local conflict of interest codes.

HOLDING TWO OFFICES – ALL OFFICES

Government Code Section 1099 prohibits the holding of incompatible, multiple offices.

1099. (a) A public officer, including, but not limited to, an appointed or elected member of a governmental board, commission, committee, or other body, shall not simultaneously hold two public offices that are incompatible. Offices are incompatible when any of the following circumstances are present, unless simultaneous holding of the particular offices is compelled or expressly authorized by law:

(1) Either of the offices may audit, overrule, remove members of, dismiss employees of, or exercise supervisory powers over the other office or body.

(2) Based on the powers and jurisdiction of the offices, there is a possibility of a significant clash of duties or loyalties between the offices.

(3) Public policy considerations make it improper for one person to hold both offices.

(a) When two public offices are incompatible, a public officer shall be deemed to have forfeited the first office upon acceding to the second. This provision is enforceable pursuant to Section 803 of the Code of Civil Procedure.

(b) This section does not apply to a position of employment, including a civil service position.

(c) This section shall not apply to a governmental body that has only advisory powers.

(d) For purposes of paragraph (1) of subdivision (a), a member of a multimember body holds an office that may audit, overrule, remove members of, dismiss employees of, or exercise supervisory powers over another office when the body has any of these powers over the other office or over a multimember body that includes that other office.

(e) This section codifies the common law rule prohibiting an individual from holding incompatible public offices.

Employment Restrictions for Elected Officials

Government Code 53227(a) prohibits an elected official from being an employee of the local agency they represent.

53227. (a) An employee of a local agency may not be sworn into office as an elected or appointed member of the legislative body of that local agency unless he or she resigns as an employee. If the employee does not resign, the employment shall automatically terminate upon his or her being sworn into office.

Section 35 of the Berkeley City Charter has additional restrictions as well.

Charter Section 35. Councilmembers to hold no other office.

No member of the Council shall hold any other position, office or employment, the compensation of which is paid by the City, except as otherwise provided in this Charter.

No member of the Council, during the term for which he or she has been elected or appointed, or within one year after the term's expiration, shall be appointed to the office of the City Manager or as a department head.

No member of the Council, during the term for which he or she has been elected or appointed, or within one year after the term's expiration, shall be appointed to any other position, office or employment the compensation of which is paid by the City, if such other position, office or employment was created or the compensation increased by the Council while he or she was a member.

This section shall not prevent the appointment of any member of the Council to any non-compensated position, office or employment or from being appointed to fill a vacancy in the office of Mayor.

RANKED-CHOICE VOTING

Introduced in 2010
Ranked-Choice Voting or "instant run-off voting," allows voters to rank up to three candidates, in order of preference, when marking their ballots. Ranked-Choice Voting (RCV) eliminates the need for run-off elections, and is currently approved for use in Berkeley, Oakland, San Leandro, and San Francisco.

Which Offices use RCV?
Berkeley voters use RCV to elect the Mayor, members of the City Council, and the City Auditor. In November 2014, the offices of Auditor and Council Districts 1, 4, 7, 8 will use RCV.

How it works
With RCV, if a candidate receives a majority (50%+1) of the first-choice votes cast for that office, that candidate will be elected. However, if no candidate receives a majority of the first-choice votes cast, an elimination process begins. The candidate who received the fewest first-choice votes is eliminated. Next, voters who selected the eliminated candidate as their first choice will have their vote transferred to their next-ranked choice among the remaining candidates. This elimination process will continue until one candidate receives a majority and is deemed the winner.

The ranked-choice ballot card is designed in a side-by-side column format and lists the names of all of the candidates in three repeating columns. This format allows a voter to select a first-choice candidate in the first column, a second-choice candidate in the second column, and a third-choice candidate in the third column. Voters will connect the head and tail of the arrow next to the name of the candidate they choose.

Resources
Alameda County Registrar of Voters Office at (510) 272-6933 – http://www.acgov.org/rov/rcv/
City Clerk Department (510) 981-6900 – www.cityofberkeley.info/clerk

The County Registrar and the City Clerk will be conducting a joint voter outreach and education campaign for RCV. The outreach will include public services announcements, online education tools, brochures, and more.

Basic Questions
Must I rank three candidates for each office?
No. A voter may, but is not required to, rank three choices for each office. If there are fewer than three candidates for the same office, or if you wish to rank fewer than three candidates, you may leave any remaining columns blank.

If I really want my first-choice candidate to win, should I rank the candidate as my 1st, 2nd and 3rd choice?
No. Ranking a candidate more than once does not benefit the candidate. If a voter ranks one candidate as the voter's first, second and third choice, it is the same as if the voter leaves the second or third choice blank. In other words, if the candidate is eliminated that candidate is no longer eligible to receive second or third choice votes.

Can I give candidates the same ranking?
No. If a voter gives more than one candidate the same ranking, the vote cannot be counted. Only one candidate can represent the voter's first, second, or third choice.

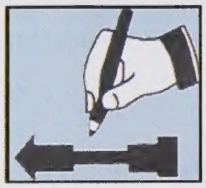
Can I write a candidate's name on my ballot in any column?
Yes. Each column provides space for qualified Write-In candidates. Only qualified Write-In candidates can receive votes. After writing the name of the qualified candidate, be sure to connect the head and tail of the arrow next to the space.

The RCV Ballot

Berkeley voters will receive an extra ballot card in November. The extra ballot card will only contain contests using RCV. Review the graphic below for an example of how to mark the Ranked-Choice Voting Ballot. Be sure to follow the voting instructions carefully.

To Vote:

Connect the arrow as shown.



First Column
Mark your first choice in Column 1.

Second Column
Mark your second choice in Column 2. This choice must be different from your first choice.

Third Column
Mark your third choice in Column 3. This choice must be different from your first and second choices.

NONPARTISAN	NONPARTISAN	NONPARTISAN
CITY	CITY	CITY
CITY OFFICE	CITY OFFICE	CITY OFFICE
1 FIRST CHOICE Vote for One	2 SECOND CHOICE *(This must be different from your first choice.)* Vote for One	3 THIRD CHOICE *(This must be different from your first and second choices.)* Vote for One
ELEANOR ROOSEVELT	ELEANOR ROOSEVELT	ELEANOR ROOSEVELT
BOOKER T. WASHINGTON	BOOKER T. WASHINGTON	BOOKER T. WASHINGTON
DIEGO RIVERA	DIEGO RIVERA	DIEGO RIVERA
ARTHUR MILLER	ARTHUR MILLER	ARTHUR MILLER
SHIRLEY HORN	SHIRLEY HORN	SHIRLEY HORN
BRUCE LEE	BRUCE LEE	BRUCE LEE

COMPENSATION AND BENEFITS FOR ELECTED OFFICIALS

	Mayor	Council	Auditor	School Board	Rent Board
Compensation	$4,217/mo.	$2,580- $2,662/mo	$12,416/mo.	$1,500/mo.	$500/mo.
Auto	None.	None.	None.	Contact District	None.
Mileage	Standard IRS mileage rate - $0.560 per mile effective Jan. 1, 2013	Standard IRS mileage rate - $0.560 per mile effective Jan. 1, 2013	Standard IRS mileage rate - $0.560 per mile effective Jan. 1, 2013	Contact District	Standard IRS mileage rate - $0.560 per mile effective Jan. 1, 2013
Office Budget	$517,889/year	$84,893/year	Contact Department	Contact District	None.
Other	YMCA membership. City/emp split cost 75/25, current rate is $62/mo; City pays $46.75; employee pays $15.50.	YMCA membership. City/emp split cost 75/25, current rate is $62/mo; City pays $46.75; employee pays $15.50.	YMCA membership. City/emp split cost 75/25, current rate is $62/mo; City pays $46.75; employee pays $15.50.	Contact District	YMCA membership. City/emp split cost 75/25, current rate is $62/mo; City pays $46.75; employee pays $15.50.
Transit	Annual free Eco-Pass for AC Transit; IRC 132(f) plan for transit vouchers up to $230 in value per month for public transit subsidies with $20 per month subsidy.	Annual free Eco-Pass for AC Transit; IRC 132(f) plan for transit vouchers up to $230 in value per month for public transit subsidies with $20 per month subsidy.	Annual free Eco-Pass for AC Transit; IRC 132(f) plan for transit vouchers up to $230 in value per month for public transit subsidies with $20 per month subsidy.	Contact District	Annual free Eco-Pass for AC Transit; IRC 132(f) plan for transit vouchers up to $230 in value per month for public transit subsidies with $20 per month subsidy. Parking pass.
Medical	City pays full Kaiser premium for employees & eligible dependents. Partial coverage under the Health Net HMO is available. Employees with ongoing alternate medical coverage may receive cash in-lieu.	City pays full Kaiser premium for employees & eligible dependents. Partial coverage under the Health Net HMO is available. Employees with ongoing alternate medical coverage may receive cash in-lieu.	City pays full Kaiser premium for employees & eligible dependents. Partial coverage under the Health Net HMO is available. Employees with ongoing alternate medical coverage may receive cash in-lieu.	Contact District	City pays full Kaiser premium for employees & eligible dependents. Partial coverage under the Health Net HMO is available. Employees with ongoing alternate medical coverage may receive cash in-lieu.
Dental	City pays full premium for Delta Dental for employees and eligible dependents. Employees with ongoing alternate dental coverage may receive cash in-lieu.	City pays full premium for Delta Dental for employees and eligible dependents. Employees with ongoing alternate dental coverage may receive cash in-lieu.	City pays full premium for Delta Dental for employees and eligible dependents. Employees with ongoing alternate dental coverage may receive cash in-lieu.	Contact District	City pays full premium for Delta Dental for employees and eligible dependents. Employees with ongoing alternate dental coverage may receive cash in-lieu.
Vision	None.	None.	None.	Contact District	None.
Retirement - *Official must opt in to CalPERS and pay employee contribution*	CalPERS 2.7% @ 55; (Classic), 2% @ 62 (New); Supplementary Retirement and Income Plan in lieu of Social Security Coverage	CalPERS 2.7% @ 55; (Classic), 2% @ 62 (New); Supplementary Retirement and Income Plan in lieu of Social Security Coverage	CalPERS 2.7% @ 55; (Classic), 2% @ 62 (New); Supplementary Retirement and Income Plan in lieu of Social Security Coverage	Contact District	Public Agency Retirement System ("PARS"). Commissioner makes tax-deferred contributions and the Rent Board matches the contribution.
Medicare	City pays 1.45% and Employee pays 1.45% on all earnings	City pays 1.45% and Employee pays 1.45% on all earnings	City pays 1.45% and Employee pays 1.45% on all earnings	Contact District	City pays 1.45% and Employee pays 1.45% on all earnings
SDI	Employee paid	Employee paid	Employee paid	Contact District	Employee paid
Deferred Comp	Employee option $17,000 per year. No City contribution	Employee option $17,000 per year. No City contribution	Employee option $17,000 per year. No City contribution	Contact District	Employee option $17,000 per year. No City contribution
Life Insurance	$25,000 Life/AD&D; employee & city contribute	$25,000 Life/AD&D; employee & city contribute	$25,000 Life/AD&D; employee & city contribute	Contact District	$25,000 Life/AD&D; employee & city contribute
Other	City-paid long term disability	City-paid long term disability	City-paid long term disability	Contact District	City-paid long term disability

SIGNATURES-IN-LIEU OF FILING FEE
(Friday, May 30, 2014 – Thursday, July 24, 2014)

As required under the Berkeley Charter, Article III, § 6 1/2, each candidate for local office, including candidates for council district offices, and the offices of mayor, auditor, rent stabilization board commissioner and school board director, shall pay a filing fee of $150 to the City Clerk.

In order to offset the fee, a candidate may submit to the City Clerk a petition containing signatures of Berkeley registered voters. The filing fee will be reduced $1 for each verified signature of a Berkeley registered voter.

In-Lieu petition forms will be made available starting Friday, May 30, 2014.

Signature in-lieu of filing fee petitions shall be filed by 5pm on Thursday, July 24. 2014.
The submission of petitions in-lieu of candidate filing fee is voluntary and is an option to reduce or eliminate the required $150 candidate filing fee.

Berkeley Municipal Code Section 2.16.020 sets forth the procedure for obtaining, circulating, and filing signatures in-lieu of filing fee petitions.

2.16.020 SIGNATURES IN LIEU OF FILING FEE.

A candidate for the office of Mayor, Councilmember, Auditor, Rent Stabilization Board Commissioner, or School Board Director may submit a petition containing signatures of registered voters in lieu of the filing fee as set forth in this section.

A. For all City offices the filing fee is one hundred fifty dollars ($150.00). Each valid signature of a registered voter contained on a signature in lieu of filing fee petition shall offset one dollar ($1.00) of the filing fee.

B. Any such submission of signatures in lieu of filing fees shall be in addition to the signatures otherwise required by the State of California Election Code to nominate a candidate, but may be of voters registered anywhere in the City.

C. A voter may sign both a candidate's nomination papers and his or her in lieu of filing fee petition.

D. The City Clerk shall furnish to each candidate, upon request, and without charge, signature in lieu of filing fee petition forms for securing signatures. The number of forms which the City Clerk shall furnish a candidate shall be a quantity that provides the candidate with spaces for enough signatures to allow the full offset of the filing fee, subject to subsection H of this section.

1. The City Clerk, rather than provide the candidate with the number of forms set forth in the preceding sentence, or upon the request of a candidate, may provide the candidate with a master form that may be duplicated by the candidate at the candidate's expense for the purpose of circulating additional petitions.

2. A candidate may authorize another person to obtain the signature in lieu of filing fee petition on his or her behalf. Such authorization must be in writing, must name the designated person by name (first and last), and must be signed by the candidate with an original signature only; no electronic or copied signatures are permitted.

3. Each in lieu petition form shall include spaces for the voter's signature, printed name and residence address. The residence shall include street and number in the City of Berkeley, or other adequate designation of residence so that the location may be readily ascertained. Across the top of each printed page there shall be printed in at least twelve (12) point boldface type the following: "Petition in Lieu of Candidate Filing Fee." The City Clerk shall complete information on the petition form that identifies the candidate, the office sought, and the date of the election, prior to releasing the form to the candidate or his or her representative for signature gathering. Each petition section shall bear an affidavit signed by the circulator, in substantially the same form as set forth in the Elections Code. The City Clerk or designee shall sign and date the original petition form issued to the candidate.

E. All forms shall be made available commencing forty-five (45) days before the first day for circulating nomination papers.

1. In the event that the City Council orders a special election to be held to fill a vacancy or as the result of a successful recall petition, and the order is issued less than forty-five (45) days prior to start of the nomination period for said election, the signature in lieu forms shall be made available within five working days after the date the City Council orders the election.

F. No other form except the form furnished by the City Clerk, bearing the signature and date imprinted by the Clerk, or forms duplicated from a master form issued by the City Clerk, shall be used to secure signatures.

G. The substitution of signatures for fees shall be subject to the following provisions:

1. If a voter signs more candidates' petitions than there are offices to be filled, the voter's signatures shall be valid only on those petitions which, taken in the order they were filed, do not exceed the number of offices to be filled.

2. In lieu filing fee petitions shall be filed at least fifteen (15) days prior to the close of the nomination period. All petition sections must be filed at one time. In lieu filing fee petitions shall not be accepted after the nomination papers for that candidate have been filed. Within ten (10) days after receipt of a petition, the elections official shall notify the candidate of any deficiency. The candidate shall then, prior to the close of the nomination period, either submit a supplemental petition, or pay a pro rata portion of the filing fee to cover the deficiency. Signatures on the supplemental petition may only be used to offset deficient signatures in the original petition and may not be used to further offset the filing fee. Only one supplemental petition shall be issued by the City Clerk. Any deficiency found in the supplemental petition must be paid by cash or check prior to the close of the nomination period.

3. Circulators of in lieu filing fee petitions shall be residents of the City of Berkeley and be qualified to register to vote in the City of Berkeley.

H. Each candidate may submit as many signatures as he or she wishes to allow for subsequent losses due to invalidity of some signatures. The elections official shall not be required to determine the validity of a greater number of signatures than that required by this section.

I. All provisions of this section are applicable to write-in candidates for City elective offices. (Ord. 7112-NS § 1, 2009)

NOMINATION DOCUMENTS & FILING PROCEDURES
(July 14, 2014 – August 8, 2014)

All candidates must make an appointment with the City Clerk Department in order to obtain or file nomination papers – no exceptions.

DOCUMENTS REQUIRED FOR CANDIDATE QUALIFICATION

- Non-Refundable Filing Fee Deposit
- Nomination Paper
- Ballot Designation Worksheet
- Statement of Economic Interest – Form 700
- Certificate of Residency for Council Candidates
- Statement of Real Property Interests for Rent Bd. Candidates

FILING FEE – REQUIRED

The City Clerk will issue nomination papers to a candidate upon the payment of a non-refundable deposit in the amount of $150. If a candidate submits signatures in-lieu of filing fee the required deposit will be pro-rated against the number of signatures submitted. Review the filing fee and signature in-lieu of filing fee process on page 9. (Charter Article III, § 6 ½)

NOMINATION PAPER – REQUIRED

Issuing Nomination Paper

The nomination period opens July 14, 2014, one-hundred-thriteen days before the general municipal election. The nomination paper shall be taken out and filed with the City Clerk only during regular business hours during the nomination period. The City Clerk, or his designee, will affix his/her signature to the nomination paper at the time it is issued and will type the following information on the top of the nomination paper at the time: date issued; name and address of candidate; and office sought.

The nomination paper includes the nomination petition. All nomination signatures shall be appended on the same sheet of paper. Once a nomination paper is filed, the paper may not be returned to the candidate to obtain additional signatures. If the nomination paper is determined to be insufficient or the candidate fails to obtain enough valid signatures, the City Clerk will issue one supplemental nomination petition on which the candidate may collect additional signatures. The supplemental petition shall be filed no later than the last day for filing the nomination paper. (EC 10220, 10221 and 10227)

A person other than the candidate may obtain the nomination paper on behalf of the candidate. The person designated to obtain the nomination paper must be authorized in writing to obtain the forms. The authorization must name the designated person by name (first and last) and must be signed by the candidate – original signature only, no electronic or copied signatures are permitted. The person obtaining the nomination paper must receive and sign for the complete nomination packet and complete the full initial filing appointment (approximately one hour) in order to obtain the forms.

Nomination Deadline

The candidate must complete and return all nomination papers by the filing deadline. The nomination period ends August 8, 2014, eighty-eight days before the general municipal election for all races except those in which an incumbent does not run. If an eligible incumbent fails to submit nomination papers, the nomination period for that race is extended to August 13, 2014, eighty-three days before the election. A candidate may withdraw his/her nomination papers up until the close of the nomination period. All nomination papers must be filed at the same time. (EC 10224 and 10225)

Nomination Signatures
The candidate is responsible for obtaining the signatures of not less than twenty (20), nor more than thirty (30) registered voters who are eligible to vote for the candidate. No voter may sign more nomination petitions than there are positions. There are three (3) School Board positions and five (5) Rent Board positions. No voter may sign more than one (1) nomination petition for a Council District or for Auditor. Individuals signing a council candidate's nomination petition must reside and be registered to vote in that district. The candidate may sponsor himself/herself by signing his/her nomination petition. (EC 10220, Charter Article III, § 6 ½)

Candidates should try to obtain the required number of signatures as soon as possible in order for their nomination papers to be filed and examined for sufficiency well before the filing deadline.

Each signer shall at the time of signing the petition or paper *personally affix* his or her signature, printed name, and place of residence, giving street and number, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained. (Elections Code §§ 100, 106, 10220)

Notwithstanding Elections Code Section 100, a voter who is unable to personally affix on a petition or paper the information required by Elections Code Section 100 may request another person to print the voter's name and place of residence on the appropriate spaces of the petition or paper, but the voter shall personally affix his or her mark or signature on the appropriate space of the petition or paper, which shall be witnessed by one person by subscribing his or her name thereon. (Elections Code Secs. 100.5, 354.5)

Affidavit of Circulator
IMPORTANT CHANGE TO STATE LAW - This section must be completed and signed by the circulator. A person shall not circulate a state or local initiative, referendum, or recall petition or nominating paper unless the person is 18 years of age or older. *(Amended by Stats. 2013, Ch. 278, Sec. 1. Effective January 1, 2014.)*

Affidavit of Nominee
The name of the nominee, the office sought, the date of the election, the candidate's name as it is to appear on the ballot, the candidate's ballot designation, and the candidate's residence address are to be typed or printed in the space provided. The candidate must sign and date the affidavit. It is recommended that the candidate complete the Affidavit of Nominee in the presence of the City Clerk. (EC 10223)

Name on Ballot & Ballot Designation
This designation is limited to no more than three (3) words which designate either the current principal profession, vocation or occupation of the candidate or the principal profession, vocation or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents. If the candidate is currently serving in an elected office, the candidate may use words designating the elected office, which the candidate holds or the word "incumbent". Please refer to the excerpts of California Election Code § 13106, 13107 and 13107.5 on the following pages.

Pursuant to Elections Code Section 13107.3, all candidates who wish to have a ballot designation listed on the ballot must complete a Ballot Designation Worksheet. The candidate must file the ballot designation worksheet at the same time the Affidavit of Nominee is completed. If no ballot designation worksheet is filed, no designation shall appear on the ballot.

Oath of Allegiance
This section must be left blank until the completed nomination form is returned. The Oath will be administered by the City Clerk or designated City Clerk staff and will be signed by the candidate in the presence of the Clerk or designee at the time the filing is complete.

Nomination Paper References: Election Code §§ 200, 10220-10223, and 10228; Charter Article III

FORM 700 - STATEMENT OF ECONOMIC INTERESTS – REQUIRED

Candidates are required to file a statement disclosing his or her investments and his or her interest in real property. The form must be filed by the final date for filing nomination documents (August 8th or August 13th respective of the close of the nominating period). An interactive version of this form is available on the Fair Political Practices Commission website: www.fppc.ca.gov

Special Notice to Potential Candidates Regarding Conflict of Interest
Resolution No. 53,989 – N.S.

"The purpose of this notice is to alert you to State and local conflict of interest provisions. These provisions may prohibit you, members of your family, or your employer, from having any financial relationship - - such as a contract or consultant position -- with the City, the Berkeley Housing Authority, and the Berkeley Redevelopment Agency, during the term of your office; for members of the City Council such prohibition can extend in certain instances for a one-year period following the conclusion of the term of office.

If a prohibited interest exists, the financial relationship may have to be terminated; for example, a contract may not be renewed or created, a consultant position may have to be withdrawn, your employer or a family member may be required to cease conducting business with the City.

Statements of Economic Interest are required to be filed by elected officials and appointed members of boards and commissions. The information disclosed in such statements provides the public with information concerning the financial interests of those serving in a public or official capacity, as well as assisting in the determination of whether certain of the interests disclosed require appropriate further action. The specific prohibitions applicable to potential conflicts of interest are not deemed "satisfied" or "cured" simply by filing the economic interest statements and disclosing the relevant financial interests; such a filing is a state-mandated requirement and is separate and distinct from any prohibitions that may be imposed as a result of an existing or future financial relationship with the City.

If you are uncertain as to whether existing or future financial interests you, your family, or your employer may have with the City constitute a potential conflict which would require termination or other remedial action upon your assuming elective office or upon your appointment to a City board or commission, you are encouraged to seek further information from the City Attorney's Office by providing a written description of your financial interest or relationship with the City and the elective or appointive position which you are seeking. It is your obligation to seek such advice and to bring any such potential conflicts to the City's attention. The City will not independently investigate the background or financial statements of candidates for elective or appointive office in order to detect potential conflicts of interest."

CERTIFICATE OF RESIDENCY FOR COUNCIL CANDIDATES - REQUIRED

Candidates for council seats must submit a certified statement that the candidate has been a registered voter and resided within the district for a period of thirty (30) days preceding the date the nomination papers are filed. (Charter Article V, § 9)

STATEMENT OF REAL PROPERTY INTERESTS (RENT BOARD ONLY) - REQUIRED

Candidates for the rent board must submit a certified statement of real property interests at the time the nomination papers are filed. (Charter, Article XVII, § 121)

CODE OF FAIR CAMPAIGN PRACTICES – OPTIONAL

"The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions." When candidates complete their nomination documents they may also complete the Code of Fair Campaign Practices. Completion of the form is optional; however, the form is a public document available for review by any member of the public. (Elections Code § 20400)

PUBLIC REVIEW OF INFORMATION

At the time the candidate takes out nomination papers, the candidate will be asked to complete a Public Review Information Sheet which will include the name of the candidate, address, phone number, occupation, and elective office being sought. Certain designated information on the form will be made available to anyone interested along with information on the date nomination papers were taken out and when they are returned.

WEB POSTING AUTHORIZATION

The candidate statement and related candidate information will be posted to the Election Information page on the City Clerk's website (http://www.cityofberkeley.info/elections) after the close of the nomination period.

NAME ON BALLOT & BALLOT DESIGNATION

NAME ON BALLOT – CANDIDATES FOR ALL OFFICES

The candidate's name as provided by the candidate on the Affidavit of Nominee is the way it will appear on the ballot. Candidates must use their full legal name; nicknames may be used, but must be listed in quotes; common shortened versions of first names do not require quotes. The Affidavit of Nominee cannot be changed after the nomination period has closed.

No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name, in the case of any election to any office. (Elections Code § 13106)

If the candidate has changed his or her name within one year prior to the election, the new name will not appear on the ballot unless the change was made by marriage or by Decree of Court. (Elections Code § 13104)

RANDOM ALPHA DRAW FOR BALLOT ORDER

The Secretary of State will perform a random alpha draw on August 14, 2014 to reset the alphabet to determine the order in which candidates will appear on the ballot. This process is governed by Elections Code Section 13112.

BALLOT DESIGNATION – CANDIDATES FOR ALL OFFICES

Legislation adopted in 2007 requires all candidates that submit a ballot designation to complete a Ballot Designation Worksheet and file the worksheet with the city clerk. If a candidate does not submit a ballot designation worksheet, they will not have a designation listed under their name on the official ballot.

Elections Code sections governing ballot designations:

13107. (a) With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior court judge.

(2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior court judge, was appointed to that office.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b) Neither the Secretary of State nor any other elections official shall accept a designation of which any of the following would be true:

(1) It would mislead the voter.

(2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.

(3) It abbreviates the word "retired" or places it following any word or words which it modifies.

(4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."

(5) It uses the name of any political party, whether or not it has qualified for the ballot.

(6) It uses a word or words referring to a racial, religious, or ethnic group.

(7) It refers to any activity prohibited by law.

(c) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.

(1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a).

(2) In the event the candidate fails to provide a designation that complies with subdivision (a) within the three-day period specified in paragraph (1), no designation shall appear after the candidate's name.

(d) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (c) or as provided in subdivision (e). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.

(e) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

(f) In all cases, the words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Sections 13207 and 13211, the elections official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.

(g) Whenever a foreign language translation of a candidate's designation is required under the Voting Rights Act of 1965 (42 U.S.C. Sec. 1971), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

Use of the term "Community Volunteer" as a Ballot Designation
Elections Code §13107.5

(a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

(1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.

(2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.

(3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.

(b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

EXTENDED FILING AND WITHDRAWAL OF CANDIDACY

Extension of Filing Period if Incumbent Does Not File (August 9 – August 13, 2014)
If an eligible incumbent (including an appointed incumbent) does not file nomination papers by Friday, August 8 at 5:00 pm, the filing period is extended for five calendar days to Wednesday, August 13 at 5:00 pm, for any person other than the incumbent. This section is not applicable where there is no incumbent eligible to be elected. (Elections Code §§ 10225, 10407)

Withdrawal of Candidate
No candidate shall withdraw his or her nomination paper after 5:00 pm on August 8. If the filing period is extended for that office, as above, a candidate may withdraw his or her nomination paper until 5:00 pm on August 13. (Elections Code §§10224, 10225(b))

CANDIDATE STATEMENT
(July 14, 2014 – August 8, 2014)

CANDIDATE STATEMENT OF QUALIFICATIONS
This statement is optional and is printed at the expense of the City. The candidate statement will be printed in the voter pamphlet and mailed to registered voters within the council district for council candidates, and to all registered voters in the city for candidates running for citywide offices.

An important regulation was adopted by the legislature in 2007 regarding candidate statements. Candidates are prohibited from making any reference to any other candidate in their candidate statement. If a statement does not comply with this provision it will not be accepted by the City Clerk.

The following is an excerpt from Elections Code Sections 13307 and 13308, regarding the preparation and form of the candidate statement. Please read this excerpt carefully, along with the special instructions which follow:

13307. "Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate's statement on an appropriate form provided by the elections official. The statement may include the name, age and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself.

The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

The statement shall be filed in the office of the elections official when the candidate's nomination papers are returned for filing. The statement shall be filed in the office of the elections official no later than the 88th day before the election.

Except as provided in Section 13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 pm of the next working day after the close of the nomination period.

Nothing in this section shall be deemed to make any statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous, or libelous statements offered for printing or contained in the voter's pamphlet."

13308. "Candidate's statement shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section."

The statement must be typewritten or computer generated. It may be no more than 200 words. It will be printed as a single paragraph. NO bold, *italics*, ALL CAPS, or underlining will be recognized by the printer. Refer to the enclosed Word Count Standards on how words are counted and keep within the 200 word maximum. Statements that exceed the word limit will end (cut off) at the word limit.

If a candidate names any person as an endorser within the text of the 200-word candidate statement, the candidate must obtain the written consent of the person named and submit along with the candidate statement a Consent Form supplied by the City Clerk.

ADDITIONAL CHARTER REQUIREMENTS FOR CANDIDATE STATEMENTS

Charter Requirements

Article III, Section 6 ½ of the Berkeley Charter requires that a candidate provide the following information, which shall be printed along with the candidate statement: name; office sought; residence; place of birth; present occupation; public offices held; record of community service; taxpayer status; endorsers; and a recent photograph.

Definition of "public office"

"An office which is necessarily public: that is, it must be concerned with, belong to, and be directly responsible to the people as a whole, and the community at large. Furthermore, it must include among the duties of the office some delegation of the sovereign authority, be it legislative, executive, or judicial. Public officers are to be distinguished from mere public employees, who, although responsible to the public, do not possess any sovereign authority. Furthermore, public officers are to be distinguished from all private citizens who, although possibly involved in community affairs, are not in fact responsible to the people as a whole and who also possess no sovereign authority or responsibility." (City Attorney Opinion dated March 15, 1984)

Note on "public office"

Employees of corporations, public entities, and political organizations are not considered as "holding public office." Members of political parties and organizations are not considered as "holding public office." A public officer is considered one who is responsible to the public, as a whole, and possesses sovereign authority.

Definition of "community service"

"Instances of prior service, affiliation or membership in community organizations or any other organization to the end that the electors may be in a position to estimate his or her fitness to fill public office." (cannot exceed 25 words) (BMC 2.18.010)

List of Endorsers

The candidate shall provide not less than 5, nor more than 20, residents of the City to whom he/she refers. Endorser names shall be listed on the correct form in the order they are to appear, and must include any identification titles which are approved by the endorser. Each name listed must be accompanied by the **Consent Form** supplied by the City Clerk and completed by the endorser.

Declaration of Candidate Statement

The candidate must include and complete a declaration statement that states that each statement made as part of the candidate statement is true and correct. This declaration is to be signed in the presence of the City Clerk, his designee, or a Notary Public.

Photograph

The candidate shall provide a recent photograph for printing in the voter pamphlet at the time the statement is submitted. To ensure image clarity, candidates are encouraged to provide an electronic file of the photo. The file should be in .GIF or .JPEG format and be at least 300 dpi resolution.

CANDIDATE STATEMENT GENERAL INFORMATION

Time Period

The filing period for the candidate's statement is July 14, 2014 – August 8, 2014. **The candidate statement must be filed at the same time the nomination paper is filed.** Once filed, statements cannot be changed. The filing period will be extended (for candidates other than an incumbent) to August 13, 2014 at 5:00 pm if an eligible incumbent does not file.

Cost

There is no cost to submit a candidate statement. (BMC § 2.16.010)

Withdrawal

Any candidate may withdraw their candidate statement, either in person or by a signed statement of withdrawal, no later than 5:00 pm of the next business day following the close of the nomination period. (Election Code § 13307)

Confidentiality

Notwithstanding the California Public Records Act, the statements filed pursuant to Section 13307 of the Elections Code shall remain confidential until expiration of the filing deadline.
(Election Code § 13311)

Public Review

Candidates' statements are available for public examination in the City Clerk Department, during regular business hours, throughout the 10-calendar day review period. The review period starts Saturday, August 9, 2014 or Thursday, August 14, 2014 if the filing deadline is extended for that office. During this period any voter of the jurisdiction in which the election is to be held, or the election official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. The venue for such a proceeding shall be the county in which the statement is filed.

PREPARATION OF CANDIDATE STATEMENT

Candidates **must** prepare their statement according to the following guidelines:

- Type your statement carefully - statements are printed exactly as submitted, *including errors*. Check for spelling, punctuation and grammar. Remember, statements cannot be edited after they are filed.
- Attach the printed copy of the candidate statement to the form provided to you by the City Clerk. A signed hard copy is required.
- Complete the website authorization form.
- Submit the required **Consent Forms** for each person listed as an endorser in your statement.
- Do **not** use words that are <u>underlined</u>, **bolded**, *italics*, Initial Capitalized or ALL CAPITALIZED.
- Do **not** use any unusual spacing, punctuation, indentations, "bullets" or an "outline" format.
- Confine the statement to 200 words or less.
- Do **not** include any information stating party affiliation or membership or activity in partisan political organizations.

In addition to hard copy, please provide an electronic version via CD, memory stick, or e-mail.

- Electronic version may be in MS Word, or plain text (*.txt) format
- Send statements via e-mail to elections@cityofberkeley.info
- **For discrepancies between the hard copy and the electronic copy - hard copy will prevail.**

If a candidate submits a statement that is not in conformance with the guidelines provided, the Clerk will instruct the printer to ignore any special formatting and type-set the statements utilizing a uniform format.

The **"present occupation"** listed under #5 on the Candidate's Statement Form is NOT governed by the laws and regulations pertaining to the ballot designation that appears underneath the candidate's name on the ballot. Therefore, "present occupation" may be different than the candidate's ballot designation.

REQUIRED TRANSLATION, FEDERAL VOTING RIGHTS ACT

In accordance with the Federal Voting Rights Act, all election information provided in English regarding voter registration, elections, and voting, including information provided in polling places and the voting booths, **must** be provided in the Chinese, Spanish, Tagolog, and Vietnamese languages to the extent needed to allow these voters to participate effectively in the electoral process and all voting related activities. Visit the Department of Justice's web site for more information: www.usdoj.gov/crt/voting/sec_203/activ_203.htm
(Section 203 of the Voting Rights Act, 42 U.S.C. 1973aa – 1a)

WORD COUNTING

Elections Code §9.

(a) Counting of words, for purposes of this code, shall be as follows:

(1) Punctuation is not counted.

(2) Each word shall be counted as one word except as specified in this section.

(3) All geographical names shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.

(4) Each abbreviation for a word, phrase, or expression shall be counted as one word.

(5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(6) Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting only of a combination of digits shall be counted as one word.

(7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.

(8) Telephone numbers shall be counted as one word.

(9) Internet web site addresses shall be counted as one word.

(b) This section shall not apply to counting words for ballot designations under Section 13107.

(Amended by Stats. 1999, Ch. 312, Sec. 2. Effective January 1, 2000.)

Note on Word Limit

If the text exceeds the word limit, the author may rewrite the text prior to filing the candidate statement in order to meet the required word limit. If the author does not rewrite the text, the statement will end (cut off) at the word limit.

CAMPAIGN DISCLOSURE INFORMATION

The Political Reform Act (PRA) is a state law that requires candidates for elective office and all committees supporting or opposing ballot measures or candidates to file campaign statements disclosing contributions received and expenditures made. The statutory requirements of the PRA are contained in Sections 81000 – 91015 of the California Government Code and enforced by the Fair Political Practices Commission (FPPC).

In addition to the requirements of the Political Reform Act, all campaign committees formed to support or oppose City of Berkeley ballot measures and candidates must also comply with the Berkeley Election Reform Act (BERA), Berkeley Municipal Code Chapter 2.12. The BERA requires these local committees to disclose campaign contributions and expenditures at a lower threshold than required by the PRA.

For general questions regarding the Political Reform Act, you may contact the Technical Assistance Division of the state FPPC at (916) 322-5660, 1-866-ASK-FPPC or www.fppc.ca.gov

For questions specific to the BERA, call the Secretary to the Fair Campaign Practices Commission (FCPC) at (510) 981-6950 or the City Clerk at (510) 981-6900.

OTHER IMPORTANT INFORMATION FOR CAMPAIGN COMMITTEES

NEW REGULATIONS

Mandatory Electronic Campaign Filing (BERA § 2.12.032)
On September 10, 2013, the City Council adopted an amendment to the Berkeley Election Reform Act (BERA) requiring Berkeley campaign committees that raise or spend $1,000 or more to file their campaign statements electronically. This requirement became effective January 1, 2014. Previously, electronic filing of campaign statements was voluntary. The amendment also designates the electronic statement as the filing of record, thus eliminating the need to file hard copies with original signatures for most types of filings.

Contributor Disclosure on Campaign Communications (BERA § 2.12.335)
Campaign communications supporting or opposing any candidate or measure must include the name of the committee and the phrase "Major Funding Provided By" immediately followed by the name of the contributor, the city of domicile, and the total cumulative sum of contributions by each of the top four contributors over $250 to the committee funding the expenditure made within six months of the expenditure.

This requirement applies to: 1) one thousand or more substantially similar pieces of campaign literature, including but not limited to mailers, flyers, pamphlets, and door hangers, 2) paid advertisements, including but not limited to newspaper, magazine, and internet ads, and 3) one thousand or more similar e-mails or pre-recorded telephone calls made within a calendar month.

Exceptions to the requirement include small promotional items, posters, yard signs, billboards, television or radio broadcasts, or advertisements. Please see section 2.12.335 for complete lists.

Late Contribution (BERA § 2.12.145, GC § 82036)
Pursuant to newly adopted state law, the reporting period for Late Contributions of $1,000 or more has been extended to the 90 days prior to Election Day. These Late Contributions are reported on Form 497 within 24 hours. For Late Contributions of $100 - $999, the reporting period and deadline remain the same (last 16 days prior to Election Day), reported within 48 hours. See the FCPC Manual for more information.

Late Independent Expenditure (BERA § 2.12.297, GC § 82036.5)
Pursuant to newly adopted state law, the reporting period for Late Independent Expenditures of $1,000 or more has been extended to the 90 days prior to Election Day. Committees making Independent Expenditures of $1,000 or more to support or oppose candidates or other ballot measures file Form 496 within 24 hours between 8/6/14 – 11/3/14. These Late Independent Expenditures are reported on Form 496. Form 462 must also be filed within 10 days. The local BERA requirement that the person making the independent expenditure must also file three copies of the communication funded by the expenditure remains unchanged. See the FCPC Manual for more information.

Quarterly Campaign Statements
BERA now requires that any type of campaign committee that is making expenditures of at least $250 in support or opposition to a ballot measure (including during the signature gathering process for initiatives, recalls, and referenda), must file quarterly statements on the same schedule as a "ballot measure/primarily formed" committee. (BERA § 2.12.271)

Other noteworthy recent amendments to BERA:

The amendment to Section 2.12.485 adds the late independent expenditure filing to the list of filings resulting in state law established $10 per day penalty for filing a report after the filing deadline.

The amendment to Section 2.12.231 provides that a penalty can be imposed after a good cause determination and formal hearing, or through a negotiated stipulated settlement. The penalty is capped at $1,000 per violation, but allows for a penalty of a lower amount or other resolutions such as an order to "cease and desist" or to file reports or other documentation.

Tax ID Numbers
Some banks may require a committee to obtain a Tax ID Number before opening an account. Please contact the Internal Revenue Service for further details. You may apply for an ID Number using IRS Form SS-4. Please note that the Committee ID Number issued to you by the Secretary of State is separate and distinct from the Tax ID Number you may obtain from the IRS. The two numbers are not interchangeable.

Candidate & Treasurer Workshop
At the state FPPC workshops Treasurers will learn the requirements in the Government Code for campaign committees. The City will host a local workshop specific to the Berkeley Election Reform Act (BERA) and how it differs from state law.

City of Berkeley, BERA Workshop: To Be Announced

State FPPC Workshops: http://www.fppc.ca.gov/index.php?id=359

CITY OF BERKELEY - CAMPAIGN STATEMENT FILING SCHEDULE
NOVEMBER 4, 2014 GENERAL MUNICIPAL ELECTION

All candidates running for office in November 2014 and committees supporting or opposing local candidates or measures in the November 2014 election are required to file pre-election campaign statements and late contribution reports in addition to semi-annual statements. Open committees not supporting/opposing candidates or measures in the November 2014 election must only file semi-annual statements. (Government Code § 84200 et. al and BMC Chapter 2.12)

HOW TO FILE: The City of Berkeley now requires most campaign statements to be filed electronically. All committees that have raised or spent $1,000 or more must file electronically. Committees under the $1,000 threshold may file in hard copy. Contact the City Clerk Department for specific direction on how to file.

TYPE OF STATEMENT	PERIOD COVERED[1/]	FILING DEADLINE[2/]	WHO MUST FILE
Quarterly Statement for Ballot Measure Committees	1/1/14 – 3/31/14	4/30/14	Any committee that makes expenditures in excess of $250 in support of or opposition to a measure (including during signature gathering) must file quarterly statements in addition to semi-annual and pre-election statements.
First Semi-Annual Statement	1/1/14 – 6/30/14	7/31/14	All officeholders, candidates and committees. Officeholders that do not have an open committee must file Form 470 by July 31.
First Pre-Election Statement For November Election	7/1/14 – 9/30/14	10/6/14	Officeholders, candidates and committees supporting or opposing candidates or measures on the 11/4/14 ballot.[3/] Candidates without a committee, file Form 470 only.
Second Pre-Election Statement For November Election	10/1/14 – 10/18/14	10/23/14	Officeholders, candidates and committees supporting or opposing candidates or measures on the 11/4/14 ballot.[3/]
Late Contribution Reports	8/6/14 – 11/3/14	24 HOURS AFTER receipt of any contribution of $1,000 or more	Officeholders, candidates or committees with single source contributions of $1,000 or more during the reporting period.
	10/19/14-11/3/14	48 HOURS AFTER receipt of any contribution of $100-$999[4/]	Officeholders, candidates or committees with single source contributions between $100 and $999 during the reporting period.
Second Semi-Annual/Post-Election Statement For November Election	10/19/14-12/31/14	2/2/15	All committees, whether or not they had any campaign activity; all officeholders and candidates who have raised or spent $250 or more for the calendar year.[3/]

*Committees making **Independent Expenditures** of $1,000 or more to support or oppose candidates or other ballot measures file Form 496 within 24 hours between 8/6/14 – 11/3/14. Form 462 must also be filed within 10 days. In addition, three copies of the communication funded by the expenditure must be filed with City Clerk.*

1/ The period covered by any statement begins on the day after the closing date of the last statement filed. The period covered begins on Jan. 1 if no previous statement filed.

2/ Deadlines are extended to the next business day if they fall on a Saturday, Sunday, or an official city holiday.

3/ Candidates who have already filed a Form 470 for the first semi-annual period who do not receive or spend more than $250 in a calendar year are not required to file another Form 470.

4/ The requirement does not exempt filers from the $250 per candidate contribution limitation.

There is no provision in the law for extending a filing deadline. Late statements may be subject to a $10 per day late fine.

BERKELEY ELECTION REFORM ACT (BERA)
REQUIRED FORMS, FILINGS, AND DIFFERENCES BETWEEN STATE AND LOCAL LAW REPORTING REQUIREMENTS

Berkeley's campaign disclosure requirements under the BERA differ from State law requirements. As a campaign filer you are responsible for knowing the differences between the BERA and State law requirements and filing the proper reports. While Berkeley uses the state's campaign disclosure forms, local campaign filers must comply with the BERA's disclosure requirements. Campaign filers should always consult the definitions and requirements provided in the BERA, the Fair Campaign Practices Commission (FCPC) Campaign Filing Manual, and the FCPC Regulations when completing the state forms to ensure full compliance with local law.

The following are highlights of local reporting requirements. It is only an overview and should not be relied upon in lieu of the above-mentioned resources. Please refer to Appendix A of the FCPC Campaign Filing Manual for a detailed discussion of the differences between the BERA and state law disclosure requirements.

Form 410 and City of Berkeley Statement of Organization
Although state law defines a recipient committee as any individual, group of individuals, organization or other entity that receives or spends $1,000 or more during a calendar year for purposes of filing a Form 410 Statement of Organization, Berkeley law defines a recipient committee as an individual, group of individuals, organization or other entity that receives or spends **$250** or more in a calendar year. (Berkeley Municipal Code (BMC) § 2.12.095.)

In Berkeley, every committee must file a Form 410 and City of Berkeley Statement of Organization with the City Clerk's Office **within 10 days** of the date of formation to comply with the BERA. (See BMC § 2.12.255.) The Form 410 need not be filed with the Secretary of State unless and until a committee spends or receives $1,000. An amendment to the Form 410 and/or City of Berkeley Statement of Organization must be filed **within 10 days** of the date of a change to the committee name, officer information, or any other update. (BMC § 2.12.265.)

State FPPC Regulation 18402 requires that all candidate-controlled committees must contain the last name of the candidate, the office sought, and the year of the election in the name of the committee. Similarly, committees primarily formed to support or oppose a candidate must include the last name(s) of the candidate(s) and whether or not they support or oppose the candidate(s).

Form 450: **Recipient Committee Campaign Disclosure Statement – Short Form**
Under state law, committees not controlled by candidates, that have not received $100 or more from a single source during the period covered by the statement, and have no unpaid bills, outstanding loans or unpaid pledges may file a Form 450 as their semi-annual statement instead of a Form 460 (see below). In Berkeley, committees that have **not received $50 or more** from a single source during the period covered by the statement, and have no unpaid bills, outstanding loans, or unpaid pledges may file a Form 450. Although state law requires contributions or expenditures of $100 or more to be itemized on Form 450 Berkeley requires expenditures of **$50** or more to be itemized.

Form 460: Recipient Committee Campaign Statement
Under state law, candidates, officeholders, ballot measure committees, primarily-formed and general purpose committees that spend or receive $1,000 or more in a calendar year must file a Form 460. In Berkeley, candidates, officeholders, ballot measure committees, and independent committees that spend or receive **$250 or more** in a calendar year must file a Form 460.

Under state law, contributions of money and non-monetary contributions; loans received, repaid, loans made and loan guarantors; non-monetary contributions, expenditures supporting or opposing

other candidates, measures and committees; payments made and expenses accrued; payments made by an agent or independent contractor; accrued expenses, loans made, and miscellaneous increases of cash in the amount of $100 or more must be both itemized and reported in the aggregate on the appropriate Schedules and summarized on the Summary Page.

However, in Berkeley, this information must be itemized at a **$50 or more** threshold and must be reported on the proper schedule and summarized on the Summary Page. Filers must also include the principal place of business (i.e., city) for all self-employed donors who contribute $50 or more.

The Form 460 must be filed semi-annually (January 31 and July 31) by all active campaign committees. If a committee makes expenditures directly tied to a candidate or measure in an election, the committee must also file at least two pre-election reports in addition to the semi-annual filings. A Form 460 must be filed when a committee is terminated.

Before a measure is voted on, state law requires committees primarily formed to support or oppose a measure to file a quarterly Form 460 statement in addition to semi-annual and pre-election statements. Berkeley additionally requires that any other type of campaign committee making expenditures of at least $250 in support or opposition to a ballot measure (including during the signature gathering process, and including the initiative, recall, and referendum process), must file quarterly on the same schedule as a ballot measure committee. (B.M.C. 2.12.271)

Form 465: Supplemental Independent Expenditure Report
Under state law, the Form 465 is used for reporting of independent expenditures of $1,000 or more in a calendar year to support or oppose a single candidate, a single measure, or the qualification of a single measure. In Berkeley, the Form 465 is used to report independent expenditures of **$250 for or against a candidate or measure.** Expenditures of **$50 or more** are required to be itemized. Form 465 is filed at the same time that the candidate or measure that was supported or opposed is required to file (semi-annual or pre-election deadline).

Form 470: Officeholder and Candidate Campaign Statement – Short Form
Under state law, the Form 470 is for use by candidates/officeholders who do not anticipate spending or receiving $1,000 or more during a calendar year. However, in Berkeley, the Form 470 is for use by candidates/officeholders who do not anticipate **spending or receiving $250 or more** in a calendar year. Candidates must file Form 470 no later than the due date for the first pre-election report. Officeholders that do not have an open campaign committee must also file the form annually, no later than July 31.

Form 496: Late Independent Expenditure Report
State law requires that candidates and committees making independent expenditures of $1,000 or more during the last 90 days before the election file Form 496 within 24 hours. State law does not allow candidates to make independent expenditures for or against other candidates. Additionally, BERA requires that three copies of the communication funded by the independent expenditure must be filed with the City Clerk. Penalties of $10 per day will be issued for Form 496 filed after the due date. (BMC 2.12.485)

Form 497: Late Contribution Report
State law requires that candidates and committees receiving or making a contribution of $1,000 or more in the last 90 days of the election file Form 497 within 24 hours of receiving the contribution. The BERA additionally requires a form 497 to be filed within 48 hours for a contribution of $100-$999 received in the last 16 days of the election.

Note that the candidate or committee is responsible for ensuring the filing was received by the City Clerk Department. Committees should check with City Clerk staff by telephone or the City of Berkeley Electronic Filing System to confirm receipt of a late contribution report.

OFFICE OF THE CITY CLERK
ADMINISTRATIVE POLICY

ASSESSING AND WAIVING FINES FOR THE LATE FILING OF FPPC REGULATED DOCUMENTS

PURPOSE

To establish a procedure for assessing and waiving fines for the late filing of statements of economic interests and campaign disclosure statements.

SCOPE

The Political Reform Act, contained in the California Government Code, mandates specific deadlines for the filing of statements of economic interests and campaign disclosure statements. Anyone filing a statement after a prescribed deadline may be fined. This procedure provides a guideline for the assessment and/or waiver of fines.

PROCEDURE

A. STATEMENTS OF ECONOMIC INTERESTS & CAMPAIGN STATEMENTS

1) General Provisions

Any person who does not file a statement of economic interests on time may incur a late penalty of $10 for each day the statement is late, up to a maximum of $100. (GC §91013)

Any person who does not file a campaign statement on time may incur a late penalty of $10 for each day the statement is late. (GC §91013) The liability for the penalty for late filing is limited to the cumulative amount of the contributions or expenditures for the period covered by the report or $100, whichever is greater.

The City Clerk, as the filing officer, has the authority to fully or partially waive a fine if, on an impartial basis, it is determined that the late filing was not willful. However, no liability may be waived if a statement is not filed by the deadline stated in the Specific Written Notice. (GC §91013)

For Campaign Reports, the late report must be filed within 10 days, or 5 days for a second pre-election statement, after specific written notice of late filing is sent in order to qualify for a waiver. (GC §91013)

2) Notices

The first notice, or Notice of Non-Filing, will be sent within 5 calendar days from the filing deadline.

The filing officer has the authority to waive or reduce fines for filers that submit a late report with a completed Request for Waiver of Liability. The waiver request must show good cause under the criteria listed below.

The second notice, or Specific Written Notice, will be sent 30 calendar days after the first notice of non-filing.

The filing officer may not waive or reduce the fine if the statement is not filed by the deadline stated in the Specific Written Notice. (GC §91013)

B. ASSESSING AND WAIVING LATE FILING FINES

Full fines will be imposed upon persons who file a statement after the filing deadline and receive a Notice of Non-Filing from the City Clerk, unless they have qualified for a waiver.

Persons who file a completed Request for Waiver of Liability may have their fine waived or reduced if their reason for filing late falls within the "good cause" guidelines adopted by the Secretary of State.

When considering whether or not to waive or partially waive a fine, the filing officer will take into consideration any prior late filings. A filer who repeatedly files late greatly increases the chance of receiving a fine.

C. PAYMENT OF FINE AND COLLECTION OF UNPAID FINES

Upon the assessment of a fine by the City Clerk, a Notice of Penalty and Invoice will be sent to the filer or responsible party (Treasurer). A due date for payment will be included in the Notice of Penalty and the Invoice. Fines may be paid in cash or check at the City Clerk Department.

Failure to remit full payment by the deadline will result in the matter being referred to the City of Berkeley Finance Department for collection. The Finance Department will issue a Statement of Outstanding Balance Due and may offer a payment plan. Continued failure to pay will result in either a lien being placed on the filer's property or a small claims action. A judgment in small claims court is public and will be reflected on the filer's credit record.

The filing officer may enter into a payment plan with the filer or responsible party prior to the matter being referred to the Finance Department. This agreement must be initiated prior to the deadline stated in the Notice of Penalty.

SECRETARY OF STATE GOOD CAUSE GUIDELINES

WAIVER REQUEST

A request for waiver must be submitted on a Request for Waiver of Liability Form (Form PRD-1). The waiver request must be signed by the person(s) required to file the particular statement or report upon which the late filing fee was assessed.

There are two categories of "good cause" for waiving late filing fees. These causes must relate to the person required to file the report or statement.

FIRST CATEGORY OF GOOD CAUSE

Incapacitation for Medical Reasons

Adequate documentation consists of a doctor's, psychologist's, therapist's, chiropractor's, or other medical provider's statement giving the nature of the incapacitation, the date(s) thereof, and the individual's name.

Hospitalization

Adequate documentation consists of a copy of the hospital bill or doctor's statement showing the patient's name and the date(s) of the hospitalization.

Accident Involvement

If medical attention is provided and results in the late filing, a copy of the hospital bill, emergency room service, or doctor's statement, showing the patient's name and date(s) and time(s) of medical attention, is adequate documentation. If the accident involvement results in delay or vehicle disablement which causes the late filing, adequate documentation consists of a police report showing the individual's name, the date and time of the accident, and, if applicable, whether or not the vehicle was disabled.

Death

Adequate documentation consists of a copy of the death certificate or an obituary notice.

SECOND CATEGORY OF GOOD CAUSE

The second category is defined as other unique, unintentional factors beyond the filer's control not stemming from a negligent act or non action. The factors are:

Loss or Unavailability of Records

The loss or unavailability of records due to a fire, flood, theft or similar reason. Adequate documentation shall consist of a police, fire or insurance report, containing the date of the occurrence and the extent of the loss or damage.

Unique Reasons

Other unique reasons. These include compelling reasons beyond the filer's control.

D. DEPOSIT OF LATE FINES

Late fines shall be deposited into the City of Berkeley general fund account.

E. ADDITIONAL ENFORCEMENT

Assessment of penalties and fines by the City Clerk does not preclude the filer from further civil or criminal penalties from enforcement action taken by the Berkeley Fair Campaign Practices Commission (FCPC) or the State Fair Political Practices Commission (FPPC). The FCPC will be notified of all non-filing and penalty action taken by the City Clerk's Office. Filers may also be referred for enforcement by the FPPC.

Under the Berkeley Election Reform Act, the FCPC may pursue action at law against the filer that may result in the forfeiture of office, termination of candidacy, and ineligibility to seek office at future elections.

MASS MAILINGS - FCPC REGULATIONS AND CERTIFICATION

R2.12.325.1 MASS MAILINGS; FILING

(a) A mass mailing means any mailing as defined in BMC Section 2.12.150 that has been sent within a calendar month.

(b) Any committee, candidate, officeholder, individual or organization who

(1) Has local filing requirements pursuant to the BERA, as it may be amended from time to time, and

(2) Makes expenditures supporting or opposing one or more candidates or ballot measures, shall file three copies of each mass mailing paid for by expenditures reported therein.

R2.12.325.2 Filing of Mass Mailings - Method of Filing

Three copies of all mailings as defined in BMC § 2.12.150 shall be filed with the City Clerk's Office no later than one day of the date the mass mailing was first placed in the U.S. mail. Filing shall be made by hand-delivery to the City Clerk's Office no later than one day after the mailing or by depositing three originals addressed to the City Clerk's Office in the U.S. mail on the same day as the first pieces are deposited in the U.S. mail. Mass mailings may be filed with the City Clerk prior to the date of the actual mailing.

Each mass mailing required to be filed with the City Clerk pursuant to BMC § 2.12.325 shall be accompanied by a certification of the date the mass mailing was (or will be) deposited in the U.S. mail. The certification shall include the following information:

(a) The name of the candidate, committee, officeholder, individual or organization with local filing requirements under the BERA responsible for the mass mailing.

(b) The campaign filing identification number, if any.

(c) The date that the mass mailing was (or will be) deposited in the U.S. mail.

(d) The signature of the candidate, committee, officeholder, individual or organization with local filing requirements under the BERA responsible for the mass mailing. Where a committee or organization is responsible for the filing, the certification shall be signed by the committee or organization treasurer.

The certification may be hand-or type-written by the responsible candidate, committee, officeholder, individual or organization with local filing obligations under the BERA either directly on the mass mailing filed with the City Clerk's Office, or on a separate piece of paper if the piece of paper is attached to the mass mailing by staple. The certification shall be in a form substantially similar to the following:

(complete and submit certificate below)

MASS MAILING CERTIFICATION

I, _____, hereby certify under penalty of perjury that 200 or more copies of the document entitled or described as follows:

_____

were (or will be) mailed on _____ ID Number:_____

Signed:_____ Date: _____

The filing of a mass mailing in accordance with this regulation shall satisfy the requirement in Berkeley Municipal Code Section 2.12.325 that all mass mailings be sent to the Commission.

CALIFORNIA GOVERNMENT CODE

TITLE 9. POLITICAL REFORM
CHAPTER 4. CAMPAIGN DISCLOSURE
ARTICLE 3. PROHIBITIONS

§ 84305. Mass mailings; requirements

(a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

§ 84305.5. Slate mailers; requirements

(a) No slate mailer organization or committee primarily formed to support or oppose one or more ballot measures shall send a slate mailer unless:

(1) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures are shown on the outside of each piece of slate mail and on at least one of the inserts included with each piece of slate mail in no less than 8-point roman type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the street address of the slate mailer organization or the committee primarily formed to support or oppose one or more ballot measure is a matter of public record with the Secretary of State's Political Reform Division.

(2) At the top or bottom of the front side or surface of at least one insert or at the top or bottom of one side or surface of a postcard or other self-mailer, there is a notice in at least 8-point roman boldface type, which shall be in a color or print which contrasts with the background so as to be easily legible, and in a printed or drawn box and set apart from any other printed matter. The notice shall consist of the following statement:

> NOTICE TO VOTERS
>
> THIS DOCUMENT WAS PREPARED BY (name of slate mailer organization or committee primarily formed to support or oppose one or more ballot measures), NOT AN OFFICIAL POLITICAL PARTY ORGANIZATION. Appearance in this mailer does not necessarily imply endorsement of others appearing in this mailer, nor does it imply endorsement of, or opposition to, any issues set forth in this mailer. Appearance is paid for and authorized by each candidate and ballot measure which is designated by an *.

(3) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures as required by paragraph (1) and the notice required by paragraph (2) may appear on the same side or surface of an insert.

(4) Each candidate and each ballot measure that has paid to appear in the slate mailer is designated by an *. Any candidate or ballot measure that has not paid to appear in the slate mailer is not designated by an *.

The * required by this subdivision shall be of the same type size, type style, color or contrast, and legibility as is used for the name of the candidate or the ballot measure name or number and position

advocated to which the * designation applies except that in no case shall the * be required to be larger than 10-point boldface type. The designation shall immediately follow the name of the candidate, or the name or number and position advocated on the ballot measure where the designation appears in the slate of candidates and measures. If there is no slate listing, the designation shall appear at least once in at least 8-point boldface type, immediately following the name of the candidate, or the name or number and position advocated on the ballot measure.

(5) The name of any candidate appearing in the slate mailer who is a member of a political party differing from the political party which the mailer appears by representation or indicia to represent is accompanied, immediately below the name, by the party designation of the candidate, in no less than 9-point roman type which shall be in a color or print that contrasts with the background so as to be easily legible. The designation shall not be required in the case of candidates for nonpartisan office.

(b) For purposes of the designations required by paragraph (4) of subdivision (a), the payment of any sum made reportable by subdivision (c) of Section 84219 by or at the behest of a candidate or committee, whose name or position appears in the mailer, to the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures, shall constitute a payment to appear, requiring the * designation. The payment shall also be deemed to constitute authorization to appear in the mailer.

State Fair Political Practices Commission Regulation on Mass Mailing

§ 18435. Definition of Mass Mailing and Sender.

(a) A "mass mailing" has been made when over two hundred substantially similar pieces of mail have been sent within a calendar month.

(b) The sender, as used in Government Code Section 84305, is the candidate or committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable under Government Code Sections 84200-84217.

(c) For purposes of this section to "pay for" a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment:

(1) To any person for the design, printing, postage, materials or other costs (including salaries, fees, or commissions) of the mailing; or

(2) As a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(d) The identification required by Section 84305 shall be preceded by the words "Paid for by." These words shall be presented in the same size and color as the identification required by Section 84305, and shall be immediately adjacent to and above or immediately adjacent to and in front of the required identification.

(e) The requirements of Section 84305 to identify the name of the candidate or committee sending a mass mailing apply to over 200 substantially similar messages distributed to the public through electronic mail by a candidate or committee within a calendar month.

VOTER REGISTRATION

To vote in any election, a citizen must be properly registered **15 days** prior to the election date. For the November 4, 2014 election, **voters must be registered at their current residence address by Monday, October 20, 2014.**

In order to remain eligible to vote, voters must re-register whenever they:

- Change their residence address
- Change their name (first, middle or last name) and/or signature
- Change their political party affiliation

Postage-paid voter registration forms are available at these locations:

- U.S. Post Offices
- Public libraries, and colleges
- City Halls
- Department of Motor Vehicles offices
- County Elections Office in Oakland

In order to register to vote in California, a person must be:

- A citizen of the United States and a resident of California
- At least 18 years of age by Election Day
- Not in prison or on parole for the conviction of a felony

If you plan to conduct a voter registration drive, please obtain your forms from the Alameda County Registrar's office. The City Clerk Department will only release up to five registration forms to any individual.

Spanish language assistance is available at (510) 272-6975

Chinese language assistance is available at (510) 208-9665

VOTE BY MAIL INFORMATION

Uniform Application for a Vote by Mail Ballot
If you plan to conduct a coordinated Vote-by-Mail campaign, please contact the Alameda County Registrar of Voters to obtain information on the required form, content, and handling of vote-by-mail request forms.

Voted Vote-by-Mail Ballots
Voted vote-by-mail ballots must be personally mailed or returned by the voter to the Alameda County Registrar of Voters or active polling place within Alameda County. Ballots must be **received** by 8:00 pm on Election Day.

Voted vote-by-mail ballots may be delivered by a spouse, child, parent, grandparent, grandchild, brother or sister, or a person residing in the same household only if the absent voter is unable to return the ballot personally because of illness or other physical disability. The name and relationship to the voter of the person returning the voted ballot must be entered on the vote by mail ballot return envelope. (Elections Code Sec. 3017 and Calif. Supreme Court)

No person shall solicit the vote of a vote-by-mail voter, or do any electioneering while in the residence of or immediate presence of the voter during the time the vote-by-mail voter is voting. Violations may result in criminal penalties. (Elections Code Sec. 18371)

SELECTED STATE LAWS GOVERNING CAMPAIGN PRACTICES

The following are selected laws from Divisions 18 and 20 of the California Elections Code, Title 9 of the Government Code (Political Reform Act) and accompanying regulations regarding campaign activities. For a complete listing of restrictions on campaign practices and accompanying regulations, please refer to the Divisions and Titles in their entirety.

CAMPAIGN LITERATURE AND SIMULATION OF THE BALLOT

Candidate Statement of Qualifications

Elections Code §18351 states, "Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to Section 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars ($1,000)."

Simulated Ballot

Elections Code §20009 states, "(a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

NOTICE TO VOTERS
(Required by Law)

'This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State.'

'This is an unofficial, marked ballot prepared by ____ (insert name and address of the person or organization responsible for preparation thereof).'

Nothing in this section shall be construed to require this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

(b) No simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered."

Political Advertising

Elections Code §20008 states, "Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words ***"Paid Political Advertisement."*** The words shall be set apart from any other printed matter. As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office."

Libel and Slander

"The provisions of Part 2 (commencing with Section 43) of Division 1 of the Civil Code, relating to libel and slander, are applicable to any campaign advertising or communication." (Elections Code §20500)

"(a) A candidate or state measure proponent is liable for any slander or libel committed by a committee that is controlled by that candidate or state measure proponent as defined by Section 82016 of the Government Code if the candidate or state measure proponent willfully and knowingly directs or permits the libel or slander.
(b) A person who is a sponsor of a sponsored committee, as defined by Section 82048.7 of the Government Code, is liable for any slander or libel committed by the sponsored committee if the sponsor willfully and knowingly directs or permits the libel or slander." (Elections Code Sec. 20501)

ELECTIONEERING ON ELECTION DAY

No person, on Election Day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official's office:

(a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
(b) Solicit a vote or speak to a voter on the subject of marking his ballot.
(c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his qualifications except as provided in Section 14240.
(d) Do any electioneering as defined by Section 319.5.

As used in [this] section "100 feet of a polling place, a satellite location under Section 3018, or an election official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots. Any person who violates any of the provisions of this section is guilty of a misdemeanor. (Elections Code Sec.18370)

CORRUPTION OF VOTING AND INTIMIDATION OF VOTERS

Elections Code §18540 states, "(a) Every person who makes use of or threatens to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

(b) Every person who hires or arranges for any other person to make use of or threaten to make use of any force, violence, or tactic of coercion or intimidation, to induce or compel any other person to vote or refrain from voting at any election or to vote or refrain from voting for any particular person or measure at any election, or because any person voted or refrained from voting at any election or voted or refrained from voting for any particular person or measure at any election is guilty of a felony punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

Elections Code §18541 states, "(a) No person shall, with the **intent of dissuading another person from voting**, within 100 feet of a polling place, do any of the following:

(1) Solicit a vote or speak to a voter on the subject of marking his or her ballot.

(2) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.

(3) Photograph, videotape, or otherwise record a voter entering or exiting a polling place.

(b) Any violation of this section is punishable by imprisonment in a county jail for not more than 12 months, or in the state prison. Any person who conspires to violate this section is guilty of a felony.

(c) For purposes of this section, 100 feet means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots."

For purposes of §18541 (a)(3), the photographing, videotaping, or recording of a voter must be in order to dissuade the person from voting. This does not apply to situations where newspaper photographers are photographing a polling place for journalistic purposes.

Elections Code §18543 states, "(a) Every person who knowingly **challenges a person's right to vote** without probable cause or on fraudulent or spurious grounds, or who engages in mass, indiscriminate, and groundless challenging of voters solely for the purpose of preventing voters from voting or to delay the process of voting, or who fraudulently advises any person that he or she is not eligible to vote or is not registered to vote when in fact that person is eligible or is registered, or who violates Section 14240, is punishable by imprisonment in the county jail for not more than 12 months or in the state prison.

(b) Every person who conspires to violate subdivision (a) is guilty of a felony."

In addition, §18403 also states, "Any person other than an elections official or a member of the precinct board who **receives a voted ballot from a voter or who examines or solicits the voter to show his or her voted ballot** is punishable by a fine not exceeding ten thousand dollars ($10,000), by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or by both the fine and imprisonment. This section shall not apply to persons returning an absentee ballot pursuant to Sections 3017 and 3021 or persons assisting a voter pursuant to Section 14282."

The following are excerpts from the Education Code referring to School District Elections, and are provided for informational purposes only. For a complete listing of restrictions on campaign practices and accompanying regulations, please refer to the Divisions and Titles in their entirety.

CONSIDERATION FOR VOTE

"No one who holds, or who is seeking election or appointment to, any office or employment in a local agency shall, directly or indirectly, use, promise, threaten or attempt to use, any office, authority, or influence, whether then possessed or merely anticipated, to confer upon or secure for any person, or to aid or obstruct any person in securing, or to prevent any person from securing, any position, nomination, confirmation, promotion, change in compensation or position, within the local agency upon consideration or condition that the vote or political influence or action of such person or another shall be given or used in behalf of, or withheld from, any candidate, officer, or party, or upon any other corrupt condition or consideration. The prohibitions of this section shall apply to either urging or discouraging any political action of an employee." (Education Code Sec. 7053)

USE OF DISTRICT FUNDS/SUPPLIES

"(a) No school district or community college district funds, services, supplies, or equipment shall be used for the purpose of urging the support or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board of the district.

(b) Nothing in this section shall prohibit the use of any of the public resources described in subdivision (a) to provide information to the public about the possible effects of any bond issue or other ballot measure if both of the following conditions are met:

(1) The informational activities are otherwise authorized by the Constitution or laws of this state.

(2) The information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure.

(c) A violation of this section shall be a misdemeanor or felony punishable by imprisonment in the county jail not exceeding one year or by a fine not exceeding one thousand dollars ($1,000), or by both, or imprisonment in a state prison for 16 months, or two or three years." (Education Code Sec. 7054)

ELECTION RESULTS

SEMIFINAL OFFICIAL CANVASS (ELECTION NIGHT RESULTS)

The semifinal official canvass will commence immediately upon the close of the polls at 8:00 pm, November 4, 2014. The counting of ballots by the Registrar of Voters will commence when all polls are closed.

There are two different ways you may inquire about Election Night Semifinal results:

- View the results as they are posted on ROV website http://www.acgov.org/rov/
- Call ROV main phone number (510) 272-6933

The Election Night Report will NOT provide precinct by precinct results or votes cast for write-in candidates. Those totals are only available in the Statement of the Vote which is released when the election is certified.

FINAL OFFICIAL CANVASS

Election results are not final until the canvass is complete (refer to Division 15 of the Elections Code for procedural requirements and timeframes). It typically takes about 4 weeks to complete the Official Canvass and certify the official results of the election. The Official Statement of the Vote, showing the Official Final Results (totals, precinct by precinct results, and votes for qualified write-in candidates) is available from the ROV upon certification.

CITY COUNCIL TO RECEIVE CERTIFICATION OF RESULTS

After the ROV certifies the results, the City Clerk will prepare the required resolution for the City Council to officially adopt the certified results. This will occur at the first available meeting in December where Open Government Ordinance deadlines permit placement on the agenda.

ELECTED OFFICERS TO BE SEATED

Certificates of election will be issued by the City Clerk.

The newly elected officers may be sworn in by the City Clerk at a time convenient to the official on December 1, 2014, or any time thereafter. Generally there will be an official swearing in ceremony at the first available December meeting following certification for the City Council, the Rent Board, and the School Board.

The position of Vice Mayor is determined by Council vote.

CONTACT INFORMATION AND TELEPHONE NUMBERS

IMPORTANT TELEPHONE NUMBERS

City Clerk, City of Berkeley	(510) 981-6900
City Attorney, City of Berkeley	(510) 981-6998
Secretary to Fair Campaign Practices Commission	(510) 981-6950
Alameda County Registrar of Voters	(510) 272-6933
California Fair Political Practices Commission	1-866-275-3772
	1-916-322-5660

General Information on Election or Campaign Filing Questions:
Contact the City Clerk Department for general questions. Candidates may also contact the Secretary of the Fair Campaign Practices Commission in the City Attorney's Office for specific questions regarding local regulations under the Berkeley Election Reform Act (BMC 2.12).

Lists of Registered Voters:
The voter roll may be obtained from the Alameda County Registrar of Voters Office at 1225 Fallon Street, Room G1, Basement Level, (Oak at 12th Street), Oakland, (510) 272-6933.

CAMPAIGN SIGNS

Signs on Private Property
Political signs may not be placed on any private property (residential, commercial, or industrial) without the permission of the owner. State Penal Code Sections 556.1 and 593 govern this activity.

> **Penal Code Section 556.1**
> "It is a misdemeanor for any person to place or maintain or cause to be placed or maintained upon any property in which he has no estate or right of possession any sign, picture, transparency, advertisement, or mechanical device which is used for the purpose of advertising, or which advertises or brings to notice any person, article of merchandise, business or profession, or anything that is to be or has been sold, bartered, or given away, without the consent of the owner, lessee, or person in lawful possession of such property before such sign, picture, transparency, advertisement, or mechanical device is placed upon the property."

Signs on Utility Poles
PG&E prohibits the attachment of campaign signs to PG&E utility poles or other facilities. The U.S. Supreme Court ruled that third parties have no right to use utility property to communicate messages to the public [Pacific Gas and Electric v. Public Utilities Commission, 475 U.E. 1 (1986)].

Signs on State Right of Way
Caltrans has strict procedures for the allowance of temporary signs on the state right of way. On the following pages you will find an authorization form provided by Caltrans. Please use this form if you plan to place any signs in the state right-of-way.

Other Sign Limitations in Berkeley
Berkeley Municipal Code Title 20, Sections 20.04 through 20.68 regulates the placement of temporary and permanent signs in the city. Please review these regulations carefully to avoid any unwanted enforcement actions during your campaign. A copy of these regulations will be provided to you at the time of filing.

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM

Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

A. Encourages a particular vote in a scheduled election.

B. Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.

C. Is no larger than 32 square feet.

D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment or inconvenience to you and your supporters. Please share this information with those assisting in your campaign.

Should you have any questions, comments or need additional information, please call (916) 654-6473.

Enclosure

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM

STATEMENT OF RESPONSIBILITY FOR TEMPORARY POLITICAL SIGNS

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY:

Name: _____

Address: _____

_____

Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

_____ _____
SIGNATURE OF RESPONSIBLE PARTY DATE

Mail Statement of Responsibility to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001

NOTES

2014 BRINGS ELECTRONIC FILING TO BERKELEY!

Beginning January 1, 2014 all campaign committees which raise $1,000 or more are required to file campaign finance statements electronically per the Berkeley Election Reform Act.

The e-filing system is free to users, quick to set up, and easy to use.

The City Clerk Department will provide, by appointment, one-on-one training to all users.

Call 981-6908 or send an e-mail to elections@cityofberkeley.info if you have any questions and to schedule training.

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